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JUL 13 1953

PERSONNEL DIRECTOR MEMORANDUM NO. -53

SUBJECT: Completion of Routing and Record Sheets on Applicant Files

REFERENCE: Personnel Director Memorandum No. 32-52, Applicant and Employee Files, dated 20 June 1953

1. The failure of Agency components to place identifying data on the Routing and Record Sheets (Form 51-9 and 51-10) attached to applicant files forwarded for review of job qualifications is occurring with increasing frequency. In many cases the file is returned to the Personnel Procurement Division without revealing the name of the official who has reviewed the contents or the office he represents and without indicating dates of receipt and transmittal. The routing sheet often contains only fragmentary and occasionally garbled information about the determinations made by the individual who has had the file.

2. It is important to have an accurate and complete record of the progress of each file and the decisions reached at each step of the way. It is particularly important when situations develop which require submission of detailed reports indicating what person or persons reviewed the file and what comments were furnished.

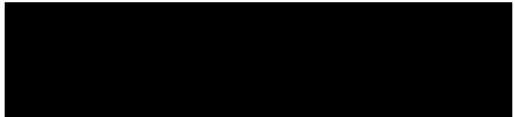
3. The procedure for routing applicant folders will continue as outlined in PDM No. 32-52, Applicant and Employee Files, dated 20 June 1952. In order to assure that all significant dates, names,

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and comments become a part of the record, Placement Officers are responsible for advising the operating offices that a complete step-by-step account of the progress of the file is required. In specific instances where a file is returned incompletely documented, offending offices should be advised of the omissions and requested to take corrective action.

STATINTL


GEORGE E. MELOON
Personnel Director

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